

TIMETABLE AND CHECKLIST

I. Contemporaneous With Filing of Petition

- A. Bankruptcy Petition Cover Sheet.
- B. Petition with required Exhibits (For corporations, include the Corporate Resolution Authorizing Bankruptcy and Designation of Responsible Individual).

II. Immediately After Filing of Petition

- A. Close all pre-petition bank accounts, books, and records and all business credit card accounts.
- B. Open new Debtor-In-Possession books and records, and Debtor-In-Possession bank accounts (General, Tax, and Payroll accounts).
- C. Conduct physical inventory.
- D. Amend all insurance policies to include the United States Trustee as an additional interest holder and to include bankruptcy case number.

III. Within Seven Days After Filing of Petition

- A. Provide evidence of appropriate insurance coverage to the United States Trustee.
- B. Provide proof of the opening of new Debtor-In-Possession bank accounts by providing copies of the signature cards to the United States Trustee.
- C. File a Real Property Questionnaire for each parcel of real estate in which the Debtor has an interest.
- D. Submit a Projected 90-Day Profit and Loss Statement to the United States Trustee.
- E. Submit copies of the Debtor's state and federal income tax returns for the last two years to the United States Trustee.

IV. Within Fifteen Days After Filing of Petition

- A. File Schedules of Assets and Liabilities and Statement of Financial Affairs if not filed with the Petition and Exhibits.
- B. Attend Initial Debtor Interview.

V. Within Thirty Days After Filing of Petition

- A. Submit Physical Inventory to the United States Trustee.
- B. File and Serve Applications to Employ Professionals or Other Professionals (Approximately 30 days).

VI. During the Chapter 11 Case

- A. Submit timely payments of United States Trustee Quarterly Fees each quarter.
- B. File and serve Operating Reports for each month within twenty calendar days of the end of the month.
- C. Submit renewals or new policies of insurance for property of the estate prior to the expiration of existing policies.
- D. Serve the United States Trustee with copies of all documents filed with the Court.
- E. File Disclosure Statement and Plan of Reorganization within 120 days of the filing of the Petition.